



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT

FD-06-121

OPENING DATE

09/19/2006

CLOSING DATE

10/02/2006

POSITION

Medical Records Technician
(Outpatient Coding)

LOCATION AND DUTY STATION

Fort Defiance Indian Hospital
Health Records Department, Fort Defiance, AZ

GRADE/SALARY

GS-0675-07, \$35,116 per annum

NUMBER OF VACANCIES

One (1) Vacancy PCN: PI1762

APPOINTMENT: Permanent

PROMOTION POTENTIAL: NONE

SUPERVISORY/MANAGERIAL: NO

WORK SCHEDULE: Full Time**

HOUSING: PRIVATE HOUSING ONLY

AREA OF CONSIDERATION: Commuting Area

TRAVEL/MOVING: NO EXPENSES PAID

*** Will require rotational shift work, including weekends and holidays.*

DUTIES: Incumbent is responsible for assigning and sequencing codes using the International Classification of Diseases and Clinical Management (ICD-9- CM) and Current Procedural Terminology (CPT) manuals to a wide variety medical and clinical diagnoses such as diseases, illnesses or injuries and conditions as well as their interrelation ships to code correctly, and of significant are the ambulatory surgeries and procedures from documented medical information. Before assignment of the codes, the incumbent reviews the medical records if manually processed as documented by the provider or audits the electronic health record to assure the physicians and/or providers assign the correct codes. When multiple diagnoses and procedures are listed, assures the surgical procedure is related to the proper diagnosis. Incumbent retrieves information from the Resource Patient Management System (RPMS) in identifying the patients, and uses the 3M Grouper System to assist in classifying diagnoses, and verifying accuracy of coding assignment. In addition to the ICD-9-CM, incumbent abstracts all necessary information by auditing the appropriate Evaluation and Management (E&M) levels and the HCPS codes that accurately describes each medical/surgical supplies on each patient visit as documented by physicians and/or providers. Assures the diagnosis responsible are sequence properly in order to assure maximum allocations under the Diagnostic Related Group (DRG) and Ambulatory Payment Grouper systems by properly sequencing diagnosis and procedures in order of severity of illness treated. Maintains confidentiality of health information in accordance with the Privacy Act of 1974 and the HIPAA of 1996, Alcohol and Drug Abuse Patient Records, Freedom of Information Act and other mandatory federal regulations. Incumbent is responsible for maintaining medical records either manually or electronically by ensuring the completeness, accuracy and compliance with CMS, IHS, and other regulatory requirements and/or regulations. Performs qualitative analysis by performing a comprehensive review of records and/or electronically to assure the presence of all component parts such as patient identification, signatures, date, and time where required, and the presence of reports, which appear to be indicated by the nature of the treatment, rendered. Medico-legal requirement – makes final determination that the record is complete, accurate, and reflects sufficient data to justify the diagnosis and warrant treatment and end results, without infringing on decisions concerning a physician's clinical judgment. Provides education and update to the medical staff, business office staff, and other health care providers on ever changing coding rules, DRG rules, and regulations and guidelines, and to their specialized medical records functions. Incumbent obtains new provider personal data and enters into the RPMS system. Works with clinic staff in coordinating the workflow such as PCC+ system and ensuring up to date codes are maintain in the system, and by surveying potential risk areas and identifying inconsistencies or discrepancies within the medical records and discusses with the appropriate medical, nursing, or healthcare providers for corrective action without infringing on decision concerning a physician's clinical judgment. Performs audits and medical reviews by running error listing and/or

POSITION IS LOCATED IN SMOKE-FREE ENVIRONMENT.

other data reports to ensure documentation and accountability of all data. Monitors specific areas indicated areas for improvement by recognizing potential risks subjected to compliance issues such as coding and data entry. Incumbent documents findings, prepares reports to present to immediate supervisor. Performs quality assurance/performance functions for the department to ensure quality of services are provided. Prepares reports, presents to staff, and Quality Assurance Committee. Performs quality data entry of protected patient health information into the RPMS and 3M Grouper systems, which require extensive interaction with the PCC system using mnemonics for entering and editing data. Runs zero reports where PCC Plus system is in place and/or Q-Man reporting to capture all data missed and/or errors hanging in the system. Creates and maintains records and logs which reflect accountability for all coding processed. Patient billing files with are established for Billing. Downloads 100% of the data monthly to rectify the computer error listing. Responsible for continuing education to ensure maintenance of certifications, if required. Must keep up to date with current codes and trends in order to be a specialized coder. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIREMENT: NONE

LICENSURE REQUIRED: NONE

<u>BASIC QUALIFICATIONS:</u>	<u>GENERAL</u>	<u>SPECIALIZED</u>	<u>TOTAL</u>
GS-07=	-0-	52 wks @ GS-06 level	52 wks

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skill and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. Examples of the type of experience which will be credited are analyzing and abstracting medical data, diagnosis and treatment from patient's medical chart and physician's notes; interpreting medical diagnosis from patients chart to accurately code using the ICD-9-CM, and CPT coding manuals.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: GS-07: Successful completion of one full year of graduate level education. This education must have been obtained in an accredited college or university.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: Candidates apply under the provision of the Merit Promotion Plan must complete at least 52 weeks of service at the GS-06 level to qualify for the GS-07 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-675 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Personnel Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability.)

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice returned on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; OR
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 or Title 5 United States Code.
 2. Be applying for position as/or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc)
 6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.
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EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualification in each of the following.

1. Knowledge of advance medical terminology.
2. Ability to perform the technical aspects of the job.
3. Ability to analyze and abstract information.
4. Ability to work independently.
5. Ability to communicate.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: Declaration for Federal Employment (OF-306) and IHS Addendum to Declaration for Federal Employment must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the questions on the IHS Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Fort Defiance Hospital, Personnel Department, P. O. Box 649, Fort Defiance, AZ 86504, by the close of business (5:00 PM) on the closing date. **For more information contact: Franklin Yazzie, HR Supervisor at (928) 729-8257.**

1. OF-612, Optional Application for Federal Employment; **OR**
2. Resume; **OR**,
3. Other written application format plus college transcripts, a copy of your most recent performance appraisal any other necessary documentation pertinent to the position being filled.

A copy of an **Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432** (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference** OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10-point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.

9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work Experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

VETERANS PREFERENCE: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. Submit a copy of the registration to verify compliance.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Human Resource Clearance/Date

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – FD-06-121 . ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION, AS WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

ELECTRONIC OR FAXED APPLICATION AND DOCUMENTS WILL NOT BE ACCEPTED.

SUPPLEMENTAL QUESTIONNAIRE
Medical Records Technician; GS-0675-07

1. **KNOWLEDGE OF ADVANCE MEDICAL TERMINOLOGY.** The person in this position must have the knowledge and understanding to accurately interpret and translate medical diagnosis from physician's notes for the purpose of medical coding. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide telephone numbers.)

2. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** The person in this position should have the ability to perform comprehensive analysis of medical charts, validity of supporting medical documentation, and abstract pertinent data to assign appropriate medical codes. This should also include the knowledge of using the ICD-9-CM and CPT coding manuals to accomplish proper diagnostic coding for all procedure. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide telephone numbers.)

3. **ABILITY TO ANALYZE AND ABSTRACT INFORMATION.** The person in this position should have the ability to analyze and abstract the information from medical charts and physician's notes to ensure accuracy in coding diagnosis and treatment. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide telephone numbers.)

4. **ABILITY TO WORK INDEPENDENTLY.** The person in this position should have the ability to independently accomplish tasks and timely work products with little or no supervision in accordance with established policies, practices and priorities of the office. This includes the ability to plan and organize work on one's own initiative and seek information and assistance from sources outside the office when necessary.

What was the duration of these activities?

Who can verify this information? (Please provide telephone numbers.)

5. **ABILITY TO COMMUNICATE.** The person in this position should be able to communicate orally and in writing to convey or obtain information in a clear, concise and courteous manner. This communication should be with patients, co-workers, medical professionals, and various superiors.

What was the duration of these activities?

Who can verify this information? (Please provide telephone numbers.)

CERTIFICATION

I **CERTIFY** that all of the statement made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date